DELAWARE TRANSIT CORPORATION

POSTING NO. <u>033-2015</u>

POSITION VACANCY POSTING

METHOD OF APPLICATION: COVER LETTER/RESUME INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BIT FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON December 15, 2014. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT. POSITION #:	DATE OF POSTING	December 8, 2014	CLOSING DATE_	December 1	5, 2014
FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THI HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON December 15, 2014. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THI PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT. POSITION #:	METHOD OF APPLIC	CATION: COVER LETTER/	RESUME		
POSITION TITLE Transportation Stores Representative PAY GRADE 6 PAY RATE PAY RANGE S23,986 \$29,983. (MINIMUM TO MAXIMUM) LOCATION: DISTRICT New Castle County SECTION Treasury CLASSIFICATION: FULL TIME X PART-TIME CONTRACT: 8FR 8DR 32 N/C X SCHEDULED HOURS 7:30 AM - 4:00 PM SCHEDULED DAYS Monday- Friday	FORM OR SUBMITTING HUMAN RESOURCES COLLECTIVE BARGA PROVISIONS AND PAGREEMENT.	G A LETTER OF INTEREST AND DEPARTMENT BY 4:30 P.M. INING AGREEMENTS WILL ROCEDURES CONTAINED	DRESUME TO THE E ON December 15, 20 . BE AWARDED I IN THE APPLICAI	MPLOYMENT 014. POSITIO N ACCORDA BLE CURREN	SECTION OF THI NS COVERED BY NCE WITH THE NT BARGAINING
PAY GRADE6PAY RATE	POSITION #:	1174	JOB CODE #: _	096	
LOCATION: DISTRICT New Castle County DEPARTMENT Finance SECTION Treasury CLASSIFICATION: FULL TIME X PART-TIME CONTRACT: 8FR 8DR 32 N/C X SCHEDULED HOURS 7:30 AM - 4:00 PM SCHEDULED DAYS Monday- Friday	POSITION TITLE	Transportation Stores Represent	ative		
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SCHEDULED HOURS 7:30 AM – 4:00 PM SCHEDULED DAYS Monday- Friday					
	CONTRACT: 8FR _	8DR32	N/C	<u>X</u>	
	SCHEDULED HOURS _	7:30 AM – 4:00 PM	SCHEDU	LED DAYS	Monday- Friday

SUMMARY OF POSITION:

The Transportation Store Representative is responsible for providing schedule and fare information; selling SEPTA and stored value cards, reconciling their cash register monies/paperwork; reconciling overages/shortages; providing refunds, redemption reports, entitlement coupons; and schedule replenishment

PREFERRED QUALIFICATIONS

Please address each Preferred Qualifications separately.

- Experience in Customer Service.
 (Applicant must detail all experience and training in customer service).
- Experience in cash handling and cash register.
 (Applicant must detail all experience and training, in cash handling and cash register).
- 3. Experience in applying general mathematical skills, schedules, and time tables. (Applicant must detail all experience and training in applying general mathematical skills, schedules, and time tables).

JOB DESCRIPTION:	AVAILABLE THRU HR DEPT_	X	_	
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EQUAL OPPORTUNITY EMPLOYER

"Resume must specifically address each Preferred Qualification"